

## Sickness absence policy

### Introduction

1. This policy applies:
  - to employees of HEFCW;
  - to secondees, where it is specified in their contract;
  - irrespective of length of service or duration of contract.
2. All employees are expected to comply with:
  - the terms of their Contract of Employment;
  - sickness absence procedures.

### Statement of Policy

3. This policy aims to manage sickness absence occurrences in a fair and equitable manner, whilst maintaining business need. The guidance for ensuring that this is fulfilled is outlined in the Sickness Absence procedure.
4. The Equality Act 2010 applies to this policy and its supporting procedure and is taken in to account at every stage of the procedure.

### Responsibilities

5. All staff are responsible for ensuring they understand and comply with the sickness procedures, failure to do so could amount to a breach of their terms and conditions of employment.
6. Line managers are responsible for ensuring that they are familiar with their role as detailed in the sickness absence procedures and that they carry out these responsibilities.
7. The HR Manager is responsible for ensuring that the procedures are adhered to by all members of staff and that their own duties are carried out.

### Supporting documentation

8. The Sickness absence policy is supported by:
  - Sickness absence procedures
  - MySite Self Certification Sickness app
  - Terms and conditions of employment
  - Probation procedures

Version	Date	Description
0.1	January 2015	New policy created in line with policy review project.
1.0	July 2015	Approved at Management Board
1.1	January 2016	Approved at Works Council
1.2	June 2016	Approved at HR Committee

Policies, procedures and guidelines are available on line, in large print and electronically on CD. Should you or someone you know require any of our documents in an alternative format please contact us on 029 2076 1861.